



Tech. initials: _____	INTAKE STATUS	
	Complete: <input type="checkbox"/>	PC No.: _____
	Incomplete: <input type="checkbox"/>	Reason: _____

COUNTY OF SAN DIEGO • DEPARTMENT OF PLANNING AND LAND USE
BUILDING DIVISION

MINIMUM ESSENTIAL ITEMS FOR BUILDING CODE VIOLATION SUBMITTAL

APN: _____ Owner: _____

Address: _____

Violation No.: _____ Citation Date: _____

Code Enforcement Officer (please print): _____
(This **does not** authorize submittal of plans.)

Violation description (also include proposed additional work not subject of violation): _____

_____ Additional comments at back of form ☐

This approved form **MUST** accompany the plans in order to submit your permit application for review.

NOTICE: All as-built construction not readily visible to the County Building Inspector **will** require certification, stamped and signed by a California State Registered Civil or Structural Engineer or Architect, verifying compliance with all applicable building codes. Plumbing, mechanical and/or electrical installations may require an additional certification from an appropriately licensed engineer. In some cases additional testing and certifications will be required based on the specific situations encountered on your project.

CRITERIA AND CONTENT REQUIRED FOR PLAN SUBMITTAL

(PLANS THAT DO NOT MEET THESE REQUIREMENTS **WILL NOT BE ACCEPTED FOR REVIEW**)

CRITERIA:

- Please review the attached forms **DPLU 090, DPLU 441a, DPLU 658** and **ZC 013** for residential and commercial building submittals.
- If submitting plans for minor grading falling under the purview of the Director of the Department of Planning and Land Use (DPLU), please refer to attached form **DPLU 173**.
- Additional information is available at the DPLU Building Division web site at <http://www.sdcounty.ca.gov/dplu/bldgforms/index.html> or by calling (858) 565-5920 (please provide your assessor parcel number when calling for permit information).

For **CONTENT** required, please see next page.

Section 106.3.2 of the California Building Code indicates that the Building Official has the authority to require plans and specifications to be designed and prepared by a licensed design professional. **Please note that all building plans submitted as part of violation cases must be prepared and wet-signed by a California licensed Civil or Structural Engineer or Architect.**

5201 RUFFIN ROAD, SUITE B, SAN DIEGO, CA 92123-1666 • (858) 565-5920 • (888) 336-7553
200 EAST MAIN STREET- SIXTH FLOOR, EL CAJON, CA 92020-3912 • (619) 441-4030
151 EAST CARMEL STREET SAN MARCOS, CA 92078-4309 • (760) 471-0730



CONTENT: The following **MINIMUM INFORMATION** may be required. Please use the checklist below, the attached packet of forms and the online resources listed on page one of this form to prepare for plan submittal. **The checklist on this page is for the applicant's use as an aid in preparation for plan submittal.**

PLAN REQUIREMENT – Applicant Checklist	ITEM REQUIRED	ITEM INCLUDED IN YOUR PLANS?
Permit application	Y	<input type="checkbox"/>
Architect/Engineer stamp	Y	<input type="checkbox"/>
Two complete sets of plans	Y	<input type="checkbox"/>
One complete set of plans for County Assessor <i>(required at issuance only)</i>	Y	<input type="checkbox"/>
ARCHITECTURAL/STRUCTURAL		
Title sheet	Y	<input type="checkbox"/>
Plot plan <i>(see DPLU 90)</i>	Y	<input type="checkbox"/>
Evidence of legal parcel <i>(required at permit issuance only)</i>	Y	<input type="checkbox"/>
Grading plan <i>(must be on County DPLU template)</i>	P	<input type="checkbox"/>
Compaction reports <i>(3 copies)</i>	P	<input type="checkbox"/>
Soils reports <i>(2 copies)</i>	P	<input type="checkbox"/>
Foundation plan	Y	<input type="checkbox"/>
Floor plan	Y	<input type="checkbox"/>
Schedules	P	<input type="checkbox"/>
Elevations	Y	<input type="checkbox"/>
Cross sections	Y	<input type="checkbox"/>
Roof plan	Y	<input type="checkbox"/>
Details	Y	<input type="checkbox"/>
Structural plans and details	Y	<input type="checkbox"/>
Truss drawings and calculations <i>(2 copies)</i>	P	<input type="checkbox"/>
Special inspection/structural observation	P	<input type="checkbox"/>
Structural calculations <i>(2 copies)</i>	P	<input type="checkbox"/>
ELECTRICAL <i>(see page 8 of form DPLU 658)</i>		
Note: Residential services of 400 amps or less are exempt.		
Electrical plan	P	<input type="checkbox"/>
Single-line drawing	P	<input type="checkbox"/>
Electrical load calculations/panel schedules	P	<input type="checkbox"/>
Lighting plans	P	<input type="checkbox"/>
ENERGY <i>(see page 8 of form DPLU 658)</i>		
Title 24 energy requirements <i>(2 copies)</i>	Y	<input type="checkbox"/>

Refer to DPLU 658 for more detailed information and descriptions of the above items.

LEGEND

Y = Required

P = Possible requirement, if applicable



Please note that it is the applicant's responsibility to gather the information needed to prepare for plan submittal. This packet provides general information for common building permit application submittal types. It is not possible to provide complete detailed information for every possible eventuality.

This Checklist to be used by the Code Enforcement Officer *and* DPLU Building Division

			DESCRIPTION	COMMENTS
Yes	No	Bldg Re✓		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit Application (<i>signed by owner if grading</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Complete Sets of Plans	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enforcement Officer Stamp & Signature	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architect/Engineer Stamp & Signature	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Sets of Truss Calculations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Sets Title 24 Energy Documentation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Sets of Structural Calculations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed, wet-signed DPLU #68	

Owner acknowledges that they have read and understood this entire document.

Owner signature

Date: _____

This approved form **MUST** accompany the plans in order to submit your permit application for review.

OK to submit plans for pre-submittal review *ONLY*: (Notes: This box **must** be signed by your Code Enforcement Officer in order to submit plans for Building Plan Pre-Submittal Review. Further review of the plans will be conducted by the **Building division**.)

Code Enforcement Officer (print name): _____

Code Enforcement Officer signature: _____

Date: ____/____/____

What You Need To Do Next

Once the Code Enforcement Officer (CEO) has signed above *and* if no appointment is necessary, you may present your plans to the Building Division for further review. Your CEO will inform you if an appointment is required and make the preliminary arrangements. You will then be contacted to set a submittal date. You **MUST** obtain approval from the Building Plan Pre-submittal Review (BPPR) counter *and* the Department of Public Works (DPW) review **at least two days before your scheduled appointment**. Take the following items when submitting plans for review to the DPLU offices at 5201 Ruffin Road, San Diego, California 92123:

- A copy of your **notice of violation**, stop work order, warning citation, citation, etc.
- The original of **this form** (DPLU #68), wet signed by your Code Enforcement Officer (*all pages*)
- All **sets of the building plans** (*all pages*) that were stamped and signed by your CEO
- A completed and signed permit **application** (*provided in this packet*)
- All other **required documentation** per information provided in this packet and online

Always take the above items to **all** subsequent visits to **all** County offices. Failure to follow these steps or provide **ANY** of these items **will** result in delays. If acceptance of your application is delayed, your Code Enforcement Officer will be notified and additional penalties may apply. It is **YOUR responsibility** to prepare for application submittal.



Notes continued from page one:

[illegible]